



City of Douglas Employment Opportunity

425 Tenth Street Douglas, AZ 85607
(520) 417-7326 Fax (520) 417-7155

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS, GENETICS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

ANNOUNCEMENT #: 22-20
ISSUE DATE: July 16, 2020
CLOSING DATE: Open Until Filled (First Review Date: 8/10/2020)
TITLE: **Library Aide** (Limited Status/Part Time)
SALARY: \$12.00 hourly

JOB SUMMARY: Under moderate supervision of the Library Manager or designee, performs clerical and other work requiring knowledge in library services.

MINIMUM QUALIFICATIONS: Any combination of training, education and experience, which demonstrates potential ability to perform the duties of the position. Flexible schedules required.

SPECIAL REQUIREMENT: Residency within sixty miles of the corporate limits of the City of Douglas, within the United States, required within a reasonable time after hire date.

HOW TO APPLY: Submit a City of Douglas application form to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ, 85607; fax (520) 417-7155 or email nadia.rodriguez@douglasaz.gov.

EVALUATION METHOD: Applications will be initially checked for minimum qualifications and screened out by Human Resources Manager according to training and experience. Selected candidates will be invited to participate in an evaluation process.

C:ads/22-20

Job Title: Library Aide
Reports to: Library Manager
Department: Library
FLSA: NE

OCCUPATIONAL CODE: AS

RANGE: 1

JOB SUMMARY:

Under moderate supervision of the Library Manager or designee, performs clerical and other work requiring knowledge in library services.

ESSENTIAL FUNCTIONS:

(Below are examples of typical duties that may be assigned and does not imply that all employees within the class perform all the duties listed or that all possible duties that may be assigned are listed)

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
2. Checks in deliveries of interlibrary loan materials.
3. Does typing and filing.
4. Processes, withdraws, repairs, or reconditions library materials.
5. Shelves library materials and reads shelves.
6. Sorts, checks in, and routes mail.
7. Assists with library programs and displays.
8. Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.
9. Assists patrons with mechanical operations of library equipment.
10. Answers directional questions and refers patrons to appropriate personnel.
11. Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of library methods and procedures.
- Ability to operate library machines properly.
- Keyboarding and filing ability.
- Working knowledge of English grammar and spelling.
- Communication skills: Effectively communicate ideas and information in both written and oral form.
- Reading ability: Effectively read and understand information contained in memoranda, email, operator's manuals, reports and bulletins, etc.
- Ability to comprehend and follow instructions: Effectively follow instructions from supervisor, verbally and in written form.
- Mathematical ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator; handle money accurately.
- Time management: Set priorities in order to meet assignment deadlines.
- Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.

RESPONSIBILITY:

- Continual customer service.
- Decision making governed by procedure and focused on daily operations.
- Moderate supervision received.

EFFORT:

Continual concentration required and mental fatigue frequently caused by the detail work of library procedures and research.

MINIMUM QUALIFICATIONS:

Any combination of training, education and experience, which demonstrates potential ability to perform the duties of the position. Flexible schedules required.